

## COLAC SECONDARY COLLEGE

### VOLUNTEERS POLICY

#### **Rationale:**

Volunteers add significantly to the human resources available to the school, and consequently they deserve encouragement, effective management, support and recognition. At Colac Secondary College we support the rights of all members of the school community to be provided with, and engage in a safe, inclusive and supportive learning environment.

#### **Equal Opportunity Policy Statement:**

Colac Secondary College aims to provide a welcoming, supportive, and emotionally and physically secure learning and working environment for every member of the school community. Colac Secondary College recognises and promotes human rights, and values the diversity of culture, beliefs, practices, customs, physical and intellectual abilities and life experience of the whole school community

#### **Broad Guidelines:**

**A satisfactory Working with Children's Check (WWCC) is always required prior to any volunteer commencing a position within Colac Secondary College.**

- Volunteers are actively encouraged to partake in school activities where appropriate.
- The school will seek to provide a variety of opportunities for volunteer participation.
- Volunteers will be provided with any support, professional development or instruction necessary to help them carry out their tasks at school in a confident and effective manner.
- Volunteers are required to carry out tasks in a manner consistent with school expectations, including maintenance of a professional, cooperative and confidential working environment.
- Volunteers will not be required to carry out tasks with which they are uncomfortable.
- Volunteers may be sought to assist with school camps and excursions.
- A volunteer school worker who suffers injury arising out of or in the course of engaging in any school work is entitled to be paid compensation in accordance with the provisions of the Workers Compensation Act 1995.
- Volunteer workers work at the school at the discretion of the relevant staff member and their services can be terminated if found to be unsuitable.

#### **Implementation:**

- Family / parent / guardian volunteers will be sought formally through the College Enrolment process and the College Newsletter, written invitations and personal approaches, as well as informally through conversation and opportunity.
- Individual or groups of volunteers will be highlighted on a regular basis in the newsletter, publicising their contributions to the school.
- Volunteers will be required to register at the College office daily, upon arrival signing in, and signing out upon departure.

- An appreciation morning tea will be provided to thank volunteers for their contributions throughout the year.

## **EVALUATION**

This policy will be reviewed every three to four years or more frequently if necessary due to changes in regulations or circumstances.

Council Approval date	June 2021
Review date	2024
DET/VRQA required	Yes